

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-20**

**SUBJECT:
Financial Management Assistant/Cashier (Basrah)
FSN-08**

DATE: 02-22-11

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Financial Management Assistant/Cashier, FSN-8; FP-6*

OPENING DATE: February 22, 2011

CLOSING DATE: March 8, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 26,735 USD p.a. (Starting Basic salary)
(Position Grade: FSN-8)

*Not-Ordinarily Resident (NOR): 44,737 USD p.a. (Starting Basic salary)
(Position Grade: FP-6).

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Financial
Management Assistant/Cashier** for its Post in **Basrah**.

BASIC FUNCTION OF THE POSITION

Serves as the Financial Management Assistant and liaises with local branch of USDO bank. Also serves as Budget Analyst preparing the PRT's portion of the Mission budget and monitors spending to ensure limits are not exceeded without proper approval. Acts as the principal assistant and advisor to the administrative officer in matters relating to fiscal operations and cash management. Advises employees on travel regulations, policies and entitlements and aids them in preparing their travel vouchers.

A copy of the complete description of all duties and responsibilities is available at:
<http://iraq.usembassy.gov/iraq/jobs.html>.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** University Studies or College Degree required
- 2. Prior Work Experience:** Two to three years of progressively responsible experience including cashiering, technical accounting, and bookkeeping for a large national or multi-national organization or with the US Government, required.
- 3. Language Proficiency:** English Level 3 (Good Working Knowledge) and Arabic Level 4 (Fluent) required. **Language proficiency will be tested.**
- 4. Knowledge:** Good working knowledge of USG Financial Management System involving cashiering and budgeting activities. Understanding of different cost pools, obligations, disbursements, etc.
- 5. Skill/Abilities:** Ability to solve problems pertaining to accommodation exchange, reverse accommodation exchange, petty cash issues, debit vouchers, and ORE expenses. Must be capable of providing advice on budgeting matters as far as alternatives are concerned. Ability to provide "what/if" scenarios in case budget requests are not fully met and provide alternatives.

SELECTION PROCESS

When fully qualified, WE Citizen Eligible Family Members (USEFMs) and WE Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://iraq.usembassy.gov/media/2010-current-pdfs/uae-and-instructions.pdf>

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: **VA11-20 Financial Management Assistant/Cashier (Basrah).**

The Universal Application form is also available at the US Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

CLOSING DATE FOR THIS POSITION: March 8, 2011

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department

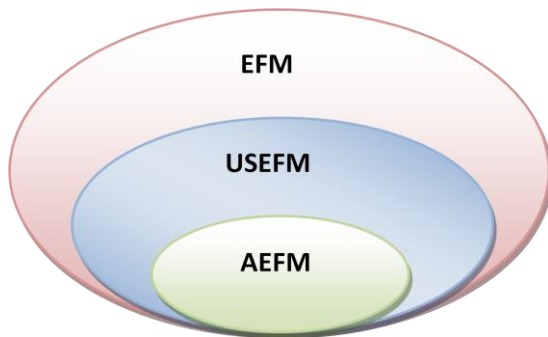
of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: D/HRO/WG
Cleared : S/MO/JWhitaker
Drafted : HRA/MJS

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 11-20	SUBJECT: Financial Management Assistant/Cashier (Basrah) FSN-08 Major duties and Responsibilities	Opening Date: 02-21-11 Closing Date: 03-07-11
---------------------------------------	--	--

Budget/Finance Duties: Prepares Basrah's input for the Mission's initial and mid-year budgets. Responsible for budget formulation for the following allotments (Basrah's portion): Program, PD, ICASS, representation, OBO and others. Collects information from various sources regarding post mandatory and discretionary expenses and incorporates these into above. Communicates these to the FMC in Baghdad. Upon return of approved budget, keeps Management Officer informed of budget limits, suggests alternatives and makes post's case for increased or changed budget priorities. Provides guidance and interprets established guidelines covering the legal and regulatory aspects of the acquisition and use of funds for program and administrative purposes. Compiles data for financial plans, management reports, and periodic reviews. Proposes plans for minor reprogramming when deviations from original budget estimates are necessary due to significant changes in operating programs and compiles periodic reports as required. Prepares spread sheet for representation allotments and for keeping Officers up to date for their allocated funds.

Cashier Duties: Responsible for performing full range of Class B Cashier duties to include cash payments made by the RRT for all services (including salaries for some LES not paid by EFT). Maintains a permanent advance of \$50,000 in hand at any one time, and is responsible for processing a monthly volume of transactions up to \$100,000. Monitors EFT payment transactions to include vendors, leases, salaries, or other payments, ensures accuracy and solves related problems as they arise. Attend the Bank to Cash QRF Checks to Iraqi Dinars amounting in tens of millions at a time. Processes running cost receipts on daily basis. Cash Personal Checks and DHL them to Baghdad with follow-up. Prepare Replenishment Reports for the Voucher and Petty Cash Receipts on daily basis. Prepare Monthly Verification Report for Non-QRF Fund. Prepare & Process Medical Claims for LE Staff, and make approved payments after obtaining necessary approvals from Baghdad HR/FMO. Collect cash from DynCorp against Generators' Fuel cost. Arrange Replenishment Reports to match the exact cash collect from DynCorp to offset each other. Follow-up EFT Payments for LESs in Regional Provinces, service vendors, and contract Staff. Submits reports upon request for expenditures. Uses WinACS Program, COAST, Shift, PCC.....etc; processes petty cash and certified vouchers payments. Processes cash non-QRF checks, cash QRF checks, accommodation exchange and reverse accommodation exchange (when local currency been added to the advance budget), makes pay advance payments, certifies cash count reports on a daily basis. Maintains cashier files and records and performs other cashiering related tasks as required.